

**Statement of Need and Definition**

The Division of Finance recognizes the need to establish a comprehensive emergency and disaster recovery plan to protect employees during emergencies and to provide for continuity of state chartered bank regulation. The Disaster Recovery Planning Team has been chartered to establish this plan. All central office personnel are expected to be familiar with the plan and participate in disaster recovery testing.

**Purpose**

The purpose of this Plan is to protect personnel during emergencies and provide procedures to recover operations should an emergency render the Truman Building in Jefferson City, specifically the central office of the Division of Finance, unusable on a temporary basis. The aim of this Plan is to ensure business continuity until the central office is again usable or a permanent replacement is found.

**Specific Goals**

This Plan has the following goals:

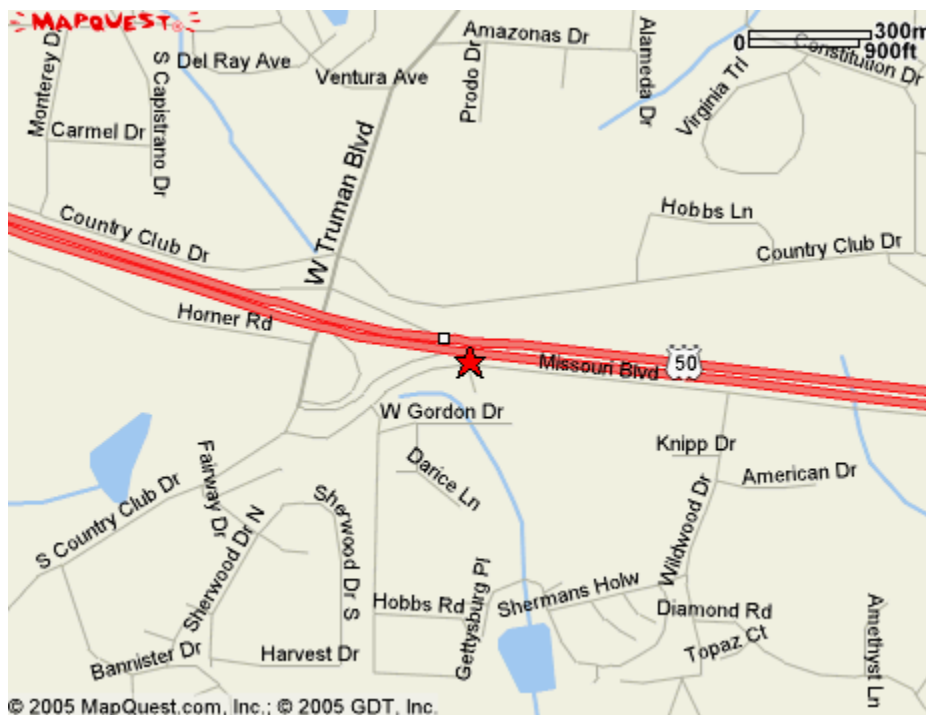
- Establish authority and responsibility in the development, implementation, and maintenance of an emergency/disaster recovery plan for the Division.
- Document backup plans for hardware, program and documentation, and data files.
- Outline strategies for disaster recovery planning.
- Establish requirements for periodic testing of the adequacy of the recovery plan.

**Implementation**

In the event of an emergency, the provisions and procedures of the plan will be launched by the Initiating Authority, normally the Commissioner of the Division of Finance. A decision will be made by the Initiating Authority to implement the Emergency Calling Plan (Exhibit 1) in order to determine the safety of central office personnel and provide instructions for the continuity of operations. Personnel listed on the Emergency Calling Plan “trees” have responsibility to contact the individuals below them in the tree and provide them with instructions for actions to be taken, consistent with the Notes listed in the trees. The Initiating Authority will decide which personnel in the calling trees will immediately report to the Temporary Gathering Site, those that should report to the backup site, and others that will be on standby.

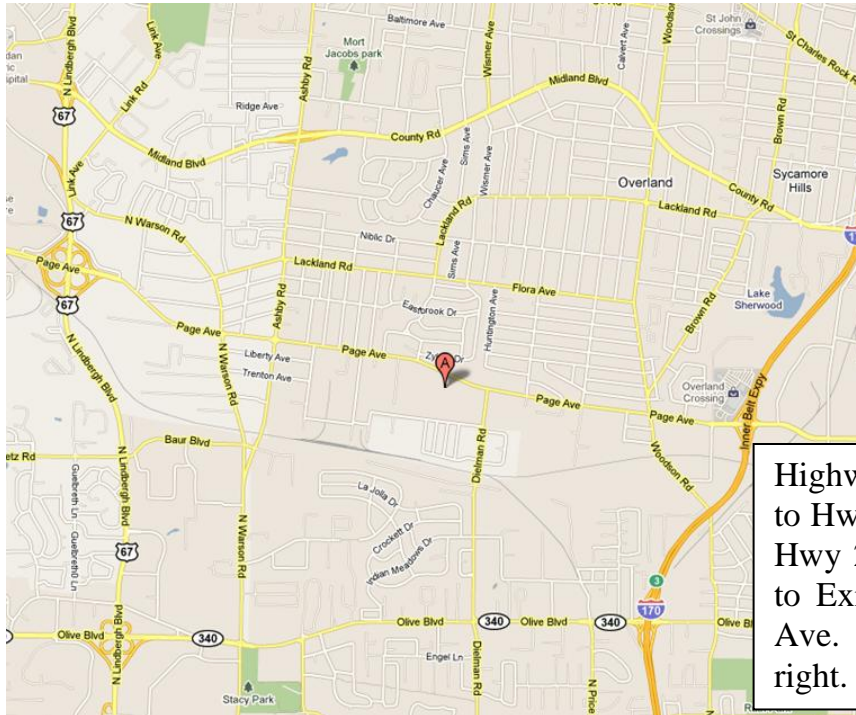
## Temporary Gathering Site

The Division of Finance has entered into a reciprocal agreement (Exhibit 3) with the Division of Professional Registration (see map) for temporary office space **(573-751-0293)**. This location will be used as a local “command center” to determine the gravity of the emergency and commence implementation of the disaster recovery plan.



## Backup Site

The St. Louis District Office located at 9900 Page Avenue-Suite 101, St. Louis, MO 63132 is designated as the backup site. See map.



Highway 54E out of Jefferson City to Hwy 70E. Hwy 70E to Exit 232 - Hwy 270S in St. Louis. Hwy 270S to Exit 16A – Page Ave. E. Page Ave. approx. 4 miles to 9900 on right. Find Suite 101.

## Critical Resources

Exhibit 3 is a list of the resources necessary to ensure business continuity of the Division. Some of the items are already in place at the backup site. Some of the items are dependent on the ability to access the State Data Center. Others will need to be purchased by the designated individual en route to the backup site. Items in each of these categories are segregated in Exhibit 3.